

ISSUE #: RESO 08-269
FISCAL IMPACT: \$2,500 per loan
& \$ 400 per down payment assistance
project
ACCOUNT NO: _____
FUNDING SOURCE: CDBG

ISSUE:

Approve a Professional Services Agreement with Kenyon Consulting, Inc. for the administration of the Down Payment Assistance Grant Program and the Rehabilitation Programs. This agreement will replace the agreement previously approved under Resolution No. 08-216.

SYNOPSIS:

Kenyon will provide services that will allow a wider competitive market of contractors to bid on our projects.

BACKGROUND:

The past few years we have seen the market for qualified contractors dwindled in response to contracting for rehabilitations. It would benefit West Valley City residents to expand our pool of qualified contractors and receive competitive bids on our rehabilitations. Under the terms of the contract, Kenyon will provide services, including, but not limited to:

- a. Receipt of applications for the programs
- b. Review of applications for general eligibility
- c. Home inspections for evaluation of work required
- d. Construction bidding and construction oversight
- e. Collection of underwriting documents and preparation of loan documents
- f. Loan package presentations to Loan Committee
- g. Loan closings
- h. Prepare progress payments and change orders
- i. Dispute resolution between contractors and homeowners
- j. All permitting and compliance with local, county and state codes
- k. Audit files

This replacement agreement has been modified to include updated payment provisions and should replace the agreement previously approved under Resolution No. 08-216

RECOMMENDATION:

Approve the attached resolution.

SUBMITTED BY:

Chris Curtis, Housing Administrator